

## FORM SUMMARY

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**Name of Forms:** Order for Change of Venue

**Form Number:** GF-120

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**Statutory Reference:** §§799.11(1) and 801.52, Wisconsin Statutes

**Purpose of Form:** Written order of the court changing the venue of a matter from one county to another, with directions concerning payment of fees.

Note: If the court denies the motion to change venue, this form does not contain provisions for denial of the motion. If an Order is necessary for the record, that would have to be individually prepared by the party successful in defending against the change of venue.

**Who Completes It:** Generally, an Order to change venue is completed by the party who was successful on the motion to change venue. When the court does not direct a party to prepare such an Order, this form can be completed by the Clerk of Court in order to effect the court's decision. Generally this occurs when the decision to change was a result of the court's own motion; however, there is no reason the form can't be used in all change of venue cases particularly since it addresses the issue of transmittal fees.

**Distribution of Form:** Original to court. Copy to parties and counsel, if any

**Accompanying Forms:** The entire case file will be transmitted to the new county of venue.

**New Form/Modification:** Modification; last update 5/01.

**Modifications:** Corrected spelling of word "orders".  
Previous modifications: Form has been updated. Fees provisions have been clarified.

**Comments:** None.

**About this form:** This form is the product of the Wisconsin Records Management Committee, a committee of the Director of State Court's Office and a mandate of the Wisconsin Judicial Conference.

**If you have additional information that does not change the meaning of the form, attach it on a separate page. The form itself shall not be altered.**